



Post Office Box 94111
Baton Rouge, LA 70804-9111

www.civilservice.la.gov

SHANNON S. TEMPLET, DIRECTOR
Phone: 225-342-8274
Fax: 225-342-8058
TDD: 800-846-5277
Toll Free: 866-783-5462

This public document was published at a total cost of \$.31. Two copies of this public document were published in this 1st printing at a cost of \$.31 each. The total cost of all printings of this document including reprints is \$.62. This document was published by the Department of State Civil Service to keep agencies, employees, and other persons informed about the personnel program under authority of Article X of the Louisiana Constitution. This material was printed in accordance with standards for printing by State Agencies pursuant to La. R.S. 43:31.

GENERAL CIRCULAR NUMBER 2013-026

DATE: September 20, 2013

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Announcement of October 2, 2013 Pay Hearing

The State Civil Service Commission will hold a public hearing on Wednesday, October 2, 2013, to consider proposed changes to the Classification and Pay Plan. The hearing will begin at 9 a.m. and will be held in the Louisiana Purchase Room of the Claiborne Building, 1201 Third Street, Baton Rouge, Louisiana.

The Commission will consider the following exhibits:

THE CHANGES TO THE PAY PLAN NOTED IN EXHIBIT A and B BELOW REQUIRE APPROVAL FROM BOTH THE STATE CIVIL SERVICE COMMISSION AND THE GOVERNOR PRIOR TO IMPLEMENTATION. THESE CHANGES WILL NOT BECOME EFFECTIVE UNLESS ADOPTED BY THE STATE CIVIL SERVICE COMMISSION AND APPROVED BY THE GOVERNOR.

EXHIBIT A: New Job Titles Proposed for Addition to the Pay Plan since the March 6, 2013, Pay Hearing (see attached).

EXHIBIT B: Job Title Pay Grade Changes Proposed to the Pay Plan since the March 6, 2013, Pay Hearing (see attached).

THE CHANGES TO THE PAY PLAN NOTED IN EXHIBIT C BELOW REQUIRE ONLY THE APPROVAL OF THE STATE CIVIL SERVICE COMMISSION PRIOR TO IMPLEMENTATION:

EXHIBIT C: Job Specification Changes Proposed to the Pay Plan since the March 6, 2013 Pay Hearing (see attached).

Further supplements adding items to these exhibits may be issued at the Commission Hearing.

Please review this proposal and furnish us any comments that you consider pertinent by close of business September 25, 2013. If you would like to appear before the Commission to present your comments orally, you are invited to do so and are requested to notify Louisiana State Civil Service of such intentions in advance of the meeting. Please direct your comments to Chris Deer, Compensation Division Administrator, at christopher.deer@la.gov or (225) 342-8083.

Please post this General Circular prominently so that all employees will receive notice of this hearing. If any special accommodations are needed, please notify us prior to this meeting.
Sincerely,

s/Shannon S. Templet
Director

Exhibits requiring approval from both the State Civil Service Commission and the Governor prior to implementation:

EXHIBIT A: NEW JOBS PROPOSED FOR ADDITION TO THE PAY PLAN SINCE THE MARCH 6, 2013 PAY HEARING

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL
153270	INSURANCE SPECIALIST 4	AS	617

EXHIBIT B: JOB PAY GRADE CHANGES PROPOSED TO THE PAY PLAN SINCE THE MARCH 6, 2013 PAY HEARING

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
157780	INSURANCE SPECIALIST 1	AS	611	AS	612
157790	INSURANCE SPECIALIST 2	AS	612	AS	613
157800	INSURANCE SPECIALIST 3	AS	614	AS	615
157810	INSURANCE SUPERVISOR	AS	617	AS	618

Exhibits requiring approval of only the State Civil Service Commission prior to implementation:

EXHIBIT C: PROPOSED JOB SPECIFICATION CHANGES SINCE THE MARCH 6, 2013 PAY HEARING

JOB CODE	JOB TITLE
157800	INSURANCE SPECIALIST 3
157810	INSURANCE SUPERVISOR
157820	INSURANCE MANAGER